

**LYNCHBURG CITY COUNCIL**  
**Agenda Item Summary**

MEETING DATE: <b>September 13, 2005</b>		AGENDA ITEM NO.: 14
CONSENT:	REGULAR: <b>X</b>	CLOSED SESSION: (Confidential)
ACTION: <b>X</b>	INFORMATION:	
<u>ITEM TITLE:</u> <b>FY 2005 Carry Forward</b>		

RECOMMENDATION: Hold a public hearing and adopt an ordinance:

1. Amending the FY 2006 Operating Budget and appropriating funds to reflect the carry forward of unexpended funds in FY 2005 as noted below; and,
2. Convert three non-seasonal wage positions in Communications and Marketing to part-time classified.

SUMMARY: The following funds are amended to reflect the carry forward of unexpended funds in FY 2005:

	<b>Adopted FY 2006</b>	<b>Recommended Carry Forward</b>	<b>Amended FY 2006</b>
<b>General Fund</b>			
Operations	\$87,367,177	\$669,039	\$88,036,216
Transfers To/From	3,256,893	1,054,126	4,311,019
Other Funds			
Debt Service	11,582,274	0	11,582,274
Schools-Operations	31,279,814	0	31,279,814
Reserve for Snow Removal, Streets and Bridges	250,000	0	250,000
Reserve for Contingencies	1,200,000	0	1,200,000
Capital Improvements	<u>2,201,978</u>	<u>0</u>	<u>2,201,978</u>
<b>Total</b>	<b>\$137,138,136</b>	<b>\$1,723,165</b>	<b>\$138,861,301</b>
<b>Water Fund</b>			
Operations	\$6,270,109	\$35,000	\$6,305,109
Debt Service	2,639,621	0	2,639,621
Capital Outlay	20,000	0	20,000
Transfers	<u>1,123,475</u>	<u>21,994</u>	<u>1,145,469</u>
<b>Total</b>	<b>\$10,053,205</b>	<b>\$56,994</b>	<b>\$10,110,199</b>
<b>Sewer Fund</b>			
Operations	\$6,424,503	\$ 0	\$6,424,503
Debt Service	6,317,613	0	6,317,613
Capital Outlay	55,000	315,000	370,000
Transfers	1,110,463	25,185	1,135,648
Major Sewer Line Cleaning	200,000	0	200,000
Addition to Fund Balance	<u>1,008,513</u>	<u>0</u>	<u>1,008,513</u>
<b>Total</b>	<b>\$15,116,092</b>	<b>\$340,185</b>	<b>\$15,456,277</b>

	<b>Adopted FY 2006</b>	<b>Recommended Carry Forward</b>	<b>Amended FY 2006</b>
<b>Solid Waste Fund</b>			
Operations	\$4,210,725	\$113,718	\$4,324,443
Debt Service	1,254,562	0	1,254,562
Reserves	1,308,873	0	1,308,873
Transfers	426,500	9,224	435,724
Ending Balance	<u>5,085,944</u>	<u>0</u>	<u>5,085,944</u>
<b>Total</b>	<b>\$12,286,604</b>	<b>\$122,942</b>	<b>\$12,409,546</b>
<b>Fleet Fund</b>			
Operations	\$4,160,885	\$510,977	\$4,671,862
Debt Service	167,608	0	167,608
Ending Balance	<u>163,197</u>	<u>0</u>	<u>163,197</u>
<b>Total</b>	<b>\$4,491,690</b>	<b>\$510,977</b>	<b>\$5,002,667</b>
<b>Asset Forfeiture Fund</b>			
Operations	\$ 92,456	\$166,677	\$ 259,133
Ending Balance	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total</b>	<b>\$ 92,456</b>	<b>\$166,677</b>	<b>\$ 259,133</b>
<b>Regional Juvenile Detention Center</b>			
Operations	\$2,426,381	0	\$2,426,381
Debt Service	250,792	0	250,792
Reserves	55,000	0	55,000
Transfers	0	\$1,418	1,418
Ending Balance	<u>21,169</u>	<u>0</u>	<u>21,169</u>
<b>Total</b>	<b>\$2,753,342</b>	<b>\$ 1,418</b>	<b>\$2,754,760</b>
<b>Technology Fund</b>			
Operations	\$468,000	\$448,920	\$ 916,920
Capital Outlay	183,000	0	183,000
Transfers		800,000	800,000
Ending Balance	<u>641,813</u>	<u>0</u>	<u>641,813</u>
<b>Total</b>	<b>\$1,292,813</b>	<b>\$1,248,920</b>	<b>\$2,541,733</b>
<b>City/Federal/State Aid Fund</b>			
Operations	\$3,043,759	\$ 96,465	\$ 3,140,224
Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total</b>	<b>\$3,043,759</b>	<b>\$ 96,465</b>	<b>\$ 3,140,224</b>
<b>Risk Management Fund</b>			
Operations	\$223,165	0	\$223,165
Insurance and Claims	819,596	0	819,596
Transfers	0	\$709	709
Ending Balance	<u>2,039,518</u>	<u>0</u>	<u>2,039,518</u>

<b>Total</b>	<b>\$3,082,279</b>	<b>\$709</b>	<b>\$3,082,988</b>
	<b>Adopted</b>	<b>Recommended</b>	<b>Amended</b>
	<b>FY 2006</b>	<b>Carry Forward</b>	<b>FY 2006</b>

**E-911 Special Revenue Fund**

Operations	\$529,582	0	\$529,582
Debt Service	428,238	0	428,238
General Fund Payment	105,000	0	105,000
Reserves	10,000	0	10,000
Capital Outlay	45,452	\$370,427	415,879
Ending Balance	<u>463,532</u>	<u>0</u>	<u>463,532</u>

<b>Total</b>	<b>\$1,581,804</b>	<b>\$370,427</b>	<b>\$1,952,231</b>
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**Comprehensive Services Act Fund**

Operations	\$3,381,144	\$345,498	\$3,726,642
Ending Balance	<u>0</u>	<u>0</u>	<u>0</u>

<b>Total</b>	<b>\$3,381,144</b>	<b>\$345,498</b>	<b>\$3,726,642</b>
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**City Capital Projects Fund**

Buildings	\$5,088,093	\$ (87,519)	\$5,000,574
Transportation	8,815,377	(310,252)	8,505,125
Economic Development	1,465,000	(10,000)	1,455,000
Parks and Recreation	<u>1,266,326</u>	<u>58,900</u>	<u>1,325,226</u>

<b>Total</b>	<b>\$16,634,796</b>	<b>\$ (348,871)</b>	<b>\$16,285,925</b>
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<b>Schools Capital Projects Fund</b>	<b>\$7,158,720</b>	<b>\$2,984,116</b>	<b>\$10,142,836</b>
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<b>Water Capital Projects Fund</b>	<b>\$3,386,000</b>	<b>\$(971,000)</b>	<b>\$2,415,000</b>
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<b>Sewer Capital Projects Fund</b>	<b>\$9,650,000</b>	<b>\$3,750,000</b>	<b>\$13,400,000</b>
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Details of these adjustments can be found on Attachment A, A1, and B.

Finally, Council policy requires a minimum Undesignated General Fund Balance of 7% of General Fund revenues, with a targeted goal equal to 10% of General Fund revenues. Fund Balance is projected to be \$16.2 million or 12.5% of General Fund revenues as of June 30, 2005.

PRIOR ACTION(S): Finance Committee September 6, 2005

BUDGET IMPACT: As noted above

CONTACT(S): Donna Witt, Assistant Director for Financial Services, 455-3968  
Michael Hill, Director for Financial Services, 455-4219

ATTACHMENT(S): Details of FY 2005 Carry forward Ordinance amending the budget and appropriating funds from FY 2005 fund balances; and to convert three non-seasonal wage positions in Communications and Marketing to part-time classified. (Attachment C)

REVIEWED BY: lkp

BE IT ORDAINED That the FY 2006 Budget be amended and funds be appropriated to reflect the carry forward of FY 2005 appropriations that were unexpended as of June 30, 2005 in the General, Water, Sewer, Solid Waste, Fleet, Asset Forfeiture, Risk Management, Regional Juvenile Detention Center, Technology, City/Federal/State Aid, E-911 Special Revenue, Comprehensive Services Act, City Capital Projects, Schools Capital Projects, Water Capital Projects, and Sewer Capital Project Funds as follows:

	<b>Adopted FY 2006</b>	<b>Recommended Carry Forward</b>	<b>Amended FY 2006</b>
<b>General Fund</b>			
Operations	\$87,367,177	\$669,039	\$88,036,216
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	<b>Adopted FY 2006</b>	<b>Recommended Carry Forward</b>	<b>Amended FY 2006</b>
<b>Asset Forfeiture Fund</b>			
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	<b><u>Adopted FY 2006</u></b>	<b><u>Recommended Carry Forward</u></b>	<b><u>Amended FY 2006</u></b>
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 <b>Schools Capital Projects Fund</b>	 <b>\$7,158,720</b>	 <b>\$2,984,116</b>	 <b>\$10,142,836</b>
 <b>Water Capital Projects Fund</b>	 <b>\$3,386,000</b>	 <b>\$(971,000)</b>	 <b>\$2,415,000</b>
 <b>Sewer Capital Projects Fund</b>	 <b>\$9,650,000</b>	 <b>\$3,750,000</b>	 <b>\$13,400,000</b>

BE IT FURTHER ORDAINED That the funds shall be used as identified in Attachment A, A1 and B.

BE IT FURTHER ORDAINED That three non-seasonal wage positions in Communications and Marketing be converted to part-time classified as identified in Attachment C.

Introduced:

Adopted:

Certified:

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Clerk of Council

[illegible]

	NEW	FY 2005					
	INITIATIVES	APPROPRIATIONS	TOTAL	DESCRIPTION			
<b>General Fund</b>							
Finance/Accounting		9,900	9,900	Funds will be used for training, support and programming provided by New World Systems to implement either Centralized Accounts Payable or Project Grant Accounting for the proprietary capital projects funds (Water, Sewer, Solid Waste, Airport)			
Finance/Director	40,000		40,000	Purchase office furniture for 12 employees in the Department of Financial Services. Finance. Current furniture is over 23 years old and not designed for use of computers. The replacement furniture is more functional for use with computers and will reduce the risk of employee injury.			
Registrar's Office	840		840	Electoral Board has been notified that it will need to relocate the Ward 4, Precinct 1 polling location. These funds are for postage to notify every voter in the precinct			
Communications and Marketing		3,958	3,958	Balance on the website funding to be used for additional changes to the intranet.			
Communications and Marketing		3,704	3,704	Unexpended revenue from fund-raising for 9th Street Celebration. Working with Lynch's Landing and Public Works to determine best use.			
City Attorney	4,000		4,000	Purchase storage shelving for 300 boxes in the attic. This request requires the use of Managed Vacancy Funds.			
Parks and Recreation	2,000		2,000	Staff training to utilize facility management component of Safari			
Parks and Recreation	7,000		7,000	Funds to renovate selected offices at 301 Grove St.			
Parks and Recreation	4,000		4,000	Purchase office furniture for selected offices at Grove St.			
Treasurer's Office		5,040	5,040	Six months of rent in the Galleria Mall for FY 2004 Rent was never billed by Jamerson's Office so not paid Funds not available in Treasurers Office budget			
Lynchburg JDR Court		2,500	2,500	Design/installation of software program. This is a JDR courts wide software program. Installation did not occur during FY 2005 as other localities were having the software installed. JDR is waiting to be scheduled.			
Public Works/Buildings and Grounds Maintenance		5,827	5,827	Year End Adopt a Bed balance.			
Community Planning and Development		8,238	8,238	Continuation of the Inmate Labor Program			
Community Planning and Development	5,000		5,000	Purchase of Building Code books once adopted by State Awaiting General Assembly action and then State adoption. Funds not available in budget.			



	NEW INITIATIVES	FY 2005 APPROPRIATIONS	TOTAL	DESCRIPTION				
<b>General Fund</b>								
Human Resources		12,522	12,522	The Employee Committee recommends that all monies previously budgeted and not spent in FY 2005 for employee awards and recognition be carried forward to support the award & recognition program.				
Human Resources		11,000	11,000	Diversity training and several other classes were not completed in FY 2005. Utilize in FY 2006.				
Human Resources		8,692	8,692	Unspent funds for employee tuition assistance program to be used for FY 2006 for employees originally denied.				
Human Services		104,026	104,026	Food Stamp Employment Training funds that were not used in FY 2005 but will be used in FY 2006 to continue funding a Benefits Position. State has funded 100% and the funds have been received.				
Human Services		11,235	11,235	Additional funding was received from the state for the Adult Services Program in FY 2004. To be designated for Pre-Screening Program.				
Fire and EMS		48,107	48,107	Balance of Certification pay Program to fund Recruit School expenses. Requires use of Managed Vacancy Funds				
Fire and EMS		56,000	56,000	Diversified Ambulance Billing fees catch-up in FY 2006				
				Not enough left in Fire budget to fund (\$49,683)				
Greater Lynchburg Transit Company		40,000	40,000	Local Match for State Planning funds to conduct an evaluation of location for bus transfer station. Waited on results of Mid-Town Study.				
Central VA Criminal Justice Training Academy	64,320		64,320	Furnishings for apartments for cadets. Balance of overpayment of dues.				
Transfer to Fleet Fund		296,210	296,210	Additional funding for increase in fuel cost. Budgeted at \$1.75 most recent purchase was \$2.09. This increases per gallon cost to \$2.15 for the FY 2006 Budget.				
Transfer to City/Federal/State Aid Fund		94,498	94,498	Reconciliation of Grants for prior years. See Attachment A1				
Transfer to Comprehensive Services Act Fund		345,498	345,498	FY 2005 Local match for additional costs.				
			1,405,245					
Total Carry Forward from the General Fund per Council approved Information Technology Policy June, 2000.			317,920					
<b>Total General Fund</b>			<b>1,723,165</b>					

	NEW INITIATIVES	FY 2005 APPROPRIATIONS	TOTAL	DESCRIPTION				
<b>Water Fund</b>								
		35,000	35,000	Purchase of handheld meter reading equipment.				
Transfer to Fleet Fund		21,994	21,994	Additional funding for increase in fuel cost				
<b>Total Water Fund</b>			<b>56,994</b>					
<b>Sewer Fund</b>								
		315,000	315,000	Cleaning of James River Interceptor, not completed in				
				FY 2005.				
Transfer to Fleet Fund		25,185	25,185	Additional funding for increase in fuel cost				
<b>Total Sewer Fund</b>			<b>340,185</b>					
<b>Solid Waste Fund</b>		673	673	Balance of Citizens for a Clean Lynchburg grant				
	113,045		113,045	Additional funding for increase in diesel fuel cost				
Transfer to Fleet Fund		9,224	9,224	Additional funding for increase in fuel cost				
<b>Total Solid Waste Fund</b>			<b>122,942</b>					
<b>Fleet Fund</b>	23,000		23,000	Bring City's Memorial Ave fuel site to DEQ compliance.				
	354,740		354,740	Additional funding for increase in fuel cost				
	133,237		133,237	Unexpended vehicle replacement funds.				
			309,046	Purchase of Fire Pumps				
			(309,046)	Bond Proceeds for the Purchase of Fire Pumps.				
<b>Total Fleet Fund</b>			<b>510,977</b>					
<b>Detention Fund</b>		1,418	<b>1,418</b>	Transfer to Fleet for additional funding for increase in fuel cost				
<b>Asset Forfeiture Fund</b>								
Commonwealth's Attorney	97,707		97,707	Federal & State Asset Forfeiture funds received by City				
Police	68,970		68,970	departments during FY 2005. These funds must				
				be appropriated in FY 2006 to be spent. Funds are				
				split between Police and Commonwealth Attorney.				
<b>Total Asset Forfeiture Fund</b>			<b>166,677</b>					

	NEW	FY 2005					
	INITIATIVES	APPROPRIATIONS	TOTAL	DESCRIPTION			
<b>City/Federal/State Aid Fund</b>	1,967		1,967	Two for Life Grant Funding received at the end of FY 2005.			
Transfer from General Fund		94,498	94,498	Reconciliation of Grants for prior years. See Attachment A1			
		49,396	49,396	FY 2006 Gun Violence Grant local match			
		5,972	5,972	FY 2006 Exile Grant local match			
		(5,972)	(5,972)	Use of FY 2005 Exile Grant local match for FY 2006			
		(49,396)	(49,396)	Use of FY 2005 Gun Violence Grant local match for FY 2006			
<b>Total City/Federal/State Aid Fund</b>			<b>96,465</b>				
<b>Risk Management Fund</b>		709	<b>709</b>	Transfer to Fleet for additional funds needed due to price of fuel.			
<b>Technology Fund</b>							
Transfer from General Fund IT Department	89,643		89,643	Non-personnel services remaining in the IT Dept.			
				Carry Forward from the General Fund per Council approved Information Technology Policy June, 2000.			
Carry Forward from General Fund	228,277		228,277	Ntelos Revenue received in FY 2005 exceeded budget			
			317,920	Total Carry Forward from the General Fund per Council approved Information Technology Policy June, 2000.			
Carry Forward Tech Fund Project		6,000	6,000	Fund a contract with Advance Logic Industries to assist in the implementation of Active Directory. This will provide better password management for I.T. and simplify systems access for users. Project was started in late FY 2005.			
Transfer to City Capital Projects Fund	800,000		800,000	Transfer for Carter Glass Bldg			
Carry Forward Tech Fund Project		125,000	125,000	Complete the Council Audio Visual Upgrade Project.			
<b>Total Technology Fund</b>			<b>1,248,920</b>				
<b>E-911 Special Revenue Fund</b>	370,427		<b>370,427</b>	Replacement of the E-911 Telephone System See Attachment B			
<b>Comprehensive Services Act Fund</b>		345,498	<b>345,498</b>	Transfer from the General Fund for FY 2005 local match for additional costs.			

	NEW	FY 2005					
	INITIATIVES	APPROPRIATIONS	TOTAL	DESCRIPTION			
<b>City Capital Projects Fund</b>							
	(147,500)		(147,500)	Reclassification of Historic District Enhancement Grant from City Federal/State Aid Fund for fixed asset accounting purposes.			
	147,500		147,500	Appropriation of Historic district Enhancement Grant			
Court House Museum	83,750		83,750	Appropriation of Tax Credits			
Court House Museum	(83,750)		(83,750)	Appropriation of Tax Credits			
Correct Adopted Budget to Appropriations and not Cash Flows		(87,519)	(87,519)	Buildings			
		(310,252)	(310,252)	Transportation			
		(10,000)	(10,000)	Economic Development			
		58,900	58,900	Parks and Recreation			
<b>Total City Capital Projects Fund</b>			<b>(348,871)</b>				
<b>Schools Capital Projects Fund</b>		2,984,116	<b>2,984,116</b>	Correct Adopted Budget to Appropriations and not Cash Flows			
<b>Water Capital Projects Fund</b>		(971,000)	<b>(971,000)</b>	Correct Adopted Budget to Appropriations and not Cash Flows			
<b>Sewer Capital Projects Fund</b>		3,750,000	<b>3,750,000</b>	Correct Adopted Budget to Appropriations and not Cash Flows			

FY 2005 Carry Forward Requests - Denied								
	<b>NEW</b>	<b>FY 2005</b>						
	<b>INITIATIVES</b>	<b>APPROPRIATIONS</b>	<b>TOTAL</b>					
<b>General Fund</b>								
Finance/Director		7,000	7,000	Development of a long-term strategic plan for the				
				Financial Services Department with new director.				
Economic Development	13,000		13,000	Additional programs initiated with reorganization of office				
				and the new Business Relations Manager such as				
				promotional items for marketing the City at trade shows,				
				software for business database and gifts to speakers				
				from major employers at City sponsored functions.				
Public Works/Engineering	33,000		33,000	IT consulting for data base design for scanning project.				
				Bldg elevation scans not planned in budget for new flight				
				Scans needed by Planning and other departments.				
Public Works/Engineering	42,000		42,000	To implement a structural inspection program for traffic				
				signal poles. PDC expressed interest at July 2005				
				meeting.				
<b>ALL CARRY FORWARD REQUESTS FOR OTHER FUNDS WERE RECOMMENDED FOR FUNDING</b>								

CITY OF LYNCHBURG  
GRANT ANALYSIS  
CITY/FEDERAL/STATE AID FUND 2001

Attachment A1

GRANT TITLE	CITY ACCOUNT CODE	CASH BALANCE 6/30/2005
Prenatal Care	2001-46300	(220.83)
Independent Living 88-89	2001-8016	(26,255.11)
Independent Living 89-90	2001-8019	(559.03)
Preventive Foster Care	2001-8021	(8,374.67)
Independent Living 91-92	2001-8083	(4,118.94)
Preventive Foster Care 91-92	2001-8064	(2,621.18)
Medicaid Eligibility Worker	2001-8023	(38.63)
Demonstration Grant 93-94	2001-8132	(44,681.69)
Family Preservation 99-00	2001-8309	<u>(7,627.60)</u>
Total Surplus/(Deficit)		(94,497.68)

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

### Attachment B

MEETING DATE:

AGENDA ITEM NO.:

CONSENT:

REGULAR: X

CLOSED SESSION:

(Confidential)

ACTION: X

INFORMATION:

ITEM TITLE: Replacement of E-911 Telephone System

**RECOMMENDATION: Amend the FY 2006 E-911 Special Revenue Budget and appropriate \$370,427 with resources of \$165,311 from the E-911 Special Revenue Fund Reserve for Equipment Replacement, \$60,000 from the FY 2006 E-911 Special Revenue Fund Operating Budget, and \$145,116 from the E-911 Special Revenue Fund Undesignated Fund Balance.**

**SUMMARY:** The Lynchburg Emergency Communication Centers E-911 Telephone System (Electrokey phone sets by Plant Equipment Inc.) went operational on a 24/7 schedule on September 27, 1998. The Electrokey sets have been increasingly in need of repair over the past year and Plant Equipment, Inc. has discontinued the manufacturing of this model, as such parts will no longer be available, in the near future, for repair purposes.

PRIOR ACTION(S): None

FISCAL IMPACT:

CONTACT(S): Barry K. Martin, 455-4288; Kimball Payne, 455-3990

ATTACHMENT(S): Resolution

REVIEWED BY:

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

### Attachment C

MEETING DATE: September 13, 2005

AGENDA ITEM NO.:

CONSENT:

REGULAR:

CLOSED SESSION:

(Confidential)

ACTION: X

INFORMATION:

ITEM TITLE: Reclassification of three non-seasonal wage positions to three part-time classified positions

RECOMMENDATION: Approve a request from the Communications and Marketing Department to re-classify three (3) non-seasonal wage positions to three (3) part-time classified positions within the Citizens First function. Recommendation was previously reviewed and approved by the Deputy City Manager.

SUMMARY: This request reflects the organization's desire to move non-seasonal wage employees to part-time classified. The non-seasonal wage employees in Citizens First work five-hour days, Monday through Friday and earn pro-rated sick and holiday time. Changing these positions to part time classified will allow the employees to also earn pro-rated annual leave. No additional costs are associated with this re-classification.

PRIOR ACTION(S): None

FISCAL IMPACT: None

CONTACT(S): JoAnn Martin (455-3801)

ATTACHMENT(S): Memorandum

REVIEWED BY: